

## Hiring Form

Date: 10/28/2020

Job Title: **Project Estimator**

**Role:** This position is responsible for:

1. The creation of job specific material and labor takeoffs containing accurate and correct items and quantities for an uninterrupted flow of materials and labor to the company's building sites to insure homes are completed according to specifications, on time, and at budget.
2. Maintaining and creating accurate, complete, and consistent plan material and labor takeoff options with correct items and quantities to ensure proper construction pricing no cost variances, no interruption to the building cycle, and timely completion of houses under construction.

**Position reports to:** Construction Services Manager

**Other positions managed by this position:**

None at this time.

### **Time commitment and flexibility**

The Project Estimator position is expected to work 40 hours per week, with additional hours as needed per business demands. Time demands will fluctuate according to the work initiatives at the time. The position requires regular work times at the Company's corporate office but allows for remote work, as well.

The Company observes ten holidays during the year and takes a company trip once a year. There is a sliding scale for paid vacation time, beginning with five days on the first day of the month following six months of continuous full-time employment. Vacation is accrued per month until December 31<sup>st</sup> of the first full calendar year of employment. Beginning on January 1<sup>st</sup> following the first anniversary date, the employee is eligible for ten vacation days per calendar year.

**This position works with the following teams and processes:**

#### *Teams*

1. Construction Services Department personnel
2. Area Managers and Project Superintendents
3. Subcontractors/Trades
4. Suppliers

### *Processes and Systems*

1. Continuous improvement: variance documentation and system thinking analysis related to takeoffs and plans
2. Cost reduction: elimination of waste in the construction process
3. The supply chain of labor and materials required per job

### **Critical Behavior for success in this position**

1. Accurate: Organized and accurate in day-to-day functions
2. Analytical: Demonstrates an attention to detail and problem-solving skills
3. Conscientious: Proactive manages the responsibilities of the job.
4. Dependable: Disciplined and dedicated to achieving the goals and responsibilities of the position.
5. Intense: Focused on the work to be done, the constraints to be resolved, and tasks to be completed.

### **Desired knowledge, skills, and experience**

1. Construction knowledge, preferably residential homebuilding
2. Ability to analyze reports related to material and labor gap analysis and to take corrective actions
3. Organizational aptitude to coordinate verbal, written, and system generated information for routing and processing
4. Able and willing to learn computer generated data and communication processes
5. Must have the experience and knowledge to take direct personnel action to achieve the goals of the job with minimal direction from the supervisor.
6. Experience in navigating an enterprise resource planning platform (ERP). Direct experience with BRIX by Hyphen Solutions is an added plus.

### **Desired values, attitude, and beliefs**

Riverside builds its success through the effective functioning of teams made up of employees and external trade contractors and suppliers.

A good cultural fit with the Company is considered of topmost importance. Below is Riverside's mission, vision, and promise.

**Our Mission:**

To create an exceptional home-buying experience, deliver a quality-built home, and provide superior customer service.

**Our Vision:**

Riverside is the homebuilder North Texas trusts.

**Our Promise:**

We will be friendly, professional, fair, and informed. We will always do right, be honest, take ownership of problems, and do what we say we are going to do.

Additionally, below is a list of values and beliefs fundamental to success at Riverside and a description of the attitude deemed most desirable

**Values**

Integrity – Doing what is right

Responsibility – own the project and contribute

Dependability – being able to be counted on

**Beliefs**

We strive to do what is right.

We will build a good quality home, do what we say, and keep our word

**Attitude**

Pro-active

Committed and hardworking

Open-minded

**Compensation and Benefits**

The salary range for Project Estimator is based on education, skills, experience, and performance in the job.

**About Riverside Homebuilders**

Riverside Homebuilders is active throughout the Dallas-Fort Worth metroplex. It maintains 25-30 active projects at any point in time. Over the past four years, Riverside has grown at a 25% annual compound growth rate.

Riverside Homebuilders is part of Lackland Holdings. Lackland Holdings develops land and sales lots to Riverside Homebuilders, along with other builders. The two companies have a combined employee count of more than 100 people. They share corporate offices and administrative functions.

Riverside has a professional and congenial working environment. Employees identify with being part of the Riverside family. Compensation ranges are in the top quartile for homebuilding companies in the DFW area.

Riverside is a fast-paced, growing company. It invests in the training, equipment, and tools employees need for top performance. Continuous improvement can be found throughout the Company. Riverside is committed to the complete satisfaction of its customers.

### **Securing a job at Riverside Homebuilders.**

Riverside strives to find the best fit for each of its positions. At the same time, it provides candidates with valuable information about working for the Company so that the candidate can determine if Riverside is the right Company.

When hiring for a position, Riverside will consider the best fit of personality, behaviors, knowledge, skills, and experience. A standard personality test to determine personality fit will be used. Candidates must submit detailed resumes listing education, special training, employment, experience, and a list of references. Additionally, a background check will be conducted, which may include but not limited to, a person's work history, education, credit history, driving record, criminal record, medical history, use of social media, and drug screening. Riverside carries out extensive interviews with candidates to determine best fit.